

## INSTRUCTIONS FOR *PRO HAC VICE* ADMISSION

**F**ile the Motion with the Clerk's Office. Beneath the signature line on the motion, please include your e-mail address. If filing the motion conventionally, please include a diskette containing the motion in PDF format together with the hard copy of the motion.

**F**urnish Chambers with a Courtesy Copy of the Motion and Proposed Order. When submitting the courtesy copy to Chambers, please include a diskette containing the proposed order in Word or WordPerfect format.

**F**ee. There is a **\$25.00** fee in each case or adversary proceeding and for each attorney seeking admission. Such fee is due upon the signing of the order. The fee may be submitted with the motion seeking admission or may be paid by credit card upon the signing of the order granting *Pro Hac Vice* status. If the motion is not granted, the fee will be returned promptly. If the fee was paid by check, a refund check will be disbursed to the attorney. If the fee was paid by credit card, a credit will be issued to the attorney's credit card.

**P**ASSWORD FOR CM/ECF (Case Management/Electronic Case File) System. Upon the entry of the order granting the motion for *Pro Hac Vice* admission, a password will be issued for filing on the court's CM/ECF System to any attorney who has submitted an application for a password to the system. The password should not be used for filing documents in any case or adversary proceeding other than the case or adversary proceeding (and on behalf of the party referred to) for which admission was granted, unless you apply for *Pro Hac Vice* admission in the new case or adversary proceeding.